

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF HUMAN SCIENCES
SCHOOL OF ARTS

UNISA is the only publicly funded institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for services as Online Tutors (E-tutors) on an independent contract basis.

DUTIES

E-Tutors will have the following online duties:

- Facilitate delivery of tutorials.
- Manage students' learning experiences.
- Facilitate students' interactions with their peers.
- Provide students with academic and technical support.

REQUIREMENTS

To be considered as an E-tutor, you must meet the following requirements:

- Not be a Unisa Fixed Term or Permanent staff member.
- Ongoing access to Internet **connection at your own cost.**
- **Minimum of Masters' degree but preferably a PHD in the subject that you are applying for.**
- Own copies of software packages that may be required for teaching e.g. Internet browsers, word processing etc.
- Advanced computer and Internet skills i.e. no training will be provided in using software packages, Internet sites or email
- Advanced communication skills and proficiency in English (student communication will mostly be **text based** via myUnisa and discussion forums).
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- Commitment to meeting deadlines and a passion for student-centred learning
- Friendly, patient and sensitive to a diversity of students

As an Independent Contractor you will:

- **Not be regarded as an employee of Unisa**
- Not be entitled to any benefits such as medical aid, office space, equipment, leave (including sick leave), etc. in terms of UNISA's conditions of service.
- Provide your own infrastructure i.e. your own computer, your own Internet access and any other office related equipment.
- Not be based at a Unisa campus or any location linked to the University.
- Work on your own time in completing teaching tasks online (e.g. interacting with students on discussion forums, etc for a *minimum* of 6 hours a week not exceeding a maximum of 24 hours a month (spread over a few days per week) to a total of 75hrs per semester.

E-tutoring positions are available in the College of Human Sciences, School of Arts in the following Department:

AFRIKAANS & THEORY OF LITERATURE

- AFK1501 Basic Text Skills {Afrikaans}
- AFK1502 Basic Text Skills (Afrikaans)
- AFK1503 Afrikaans Vandag: Tallkunde en Skriftelike Kommunikasie
- AFK1506 Ontdek die Afrikaanse Letterkunde
- AFK2601 Genre and Theme
- AFK2602 Afrikaanse Grammatika
- AFK2603 Afrikaanse Grammatika vir eerste addisionale sprekers
- AFK2604 Storiowerelde en/in Genrefiksie
- TEX2601 Writing Skills for the Communication Industry

AFRICAN LANGUAGES

- AFL1502 African Language & Culture in Practice
- AFL1503 Language and Communication Skills Acquisition in an African Language
- AFL1504 Language and Communication Skills Acquisition in an African Language II
- AFL2601 Communication Dynamics in African Languages
- AFL2602 Understanding African Management Practices as Reflected Languages Literature and Texts
- AFK2603 Literature and Society: A Perspective on African Languages

INFORMATION SCIENCE

- AIS1501 Introducing Applied Information Science
- AIS1503 Introducing Information Records and Sources
- AIS1601 Using the Internet as a Reference Tool
- AIS2601 Bibliographic Control, Basic Descriptive Cataloguing and Classification
- INS1501 Introduction to Information Science
- INS1502 Developing Information Skills to Lifelong Learning
- INS2602 Learning How to Provide Reference Services
- ARM1501 Introducing Archives and Records Management
- ARM1502 Managing Records
- ARM1503 Managing Archives
- ARM1504 Preserving Records and Archives
- ARM1505 Electronic Records Management

COMMUNICATION SCIENCE

- DPR1501 Introduction to Communication
- DPR1502 Communication in the Organization
- DPR1503 Introduction to Public Relations
- DPR1504 Stakeholder Relationships
- DPR1505 The Public Relations Programme
- DPR1506 Writing for Public Relations
- DPR1507 Understanding the Media
- DPR2601 Public Relations Research
- DPR2602 Communication Theory
- DPR2603 Organisational Dynamics
- DPR2604 Communicating in a Global Context
- DPR2605 The Applied Public Relations II

- DPR2606 Writing for Public Relations II
- DPR2612 Media Liaison
- DPR2613 Image and Identity
- CBC1501 Communication in Business Context
- COM1501 Fundamentals of Communication
- COM1502 Communication Contexts and Applications
- COM2601 Organisational-Communication
- COM2602 Integrated Organisational Communication
- COM2603 Intercultural Development and Health Communication
- COM2604 Media Studies: Mass Communication and Media Theory

ENGLISH STUDIES

- ENN1501 Foundations in English literacy Studies
- ENN1502 Foundation in Applied English Language Studies
- ENG1503 Academic Language and Literacy in English
- ENG1504 Practicing Workplace English
- ENG2601 Applied English Language Studies: Further Explorations
- ENG2602 Genres in literature Theory, Style and Poetics
- ENG2603 Colonial and Postcolonial African Literatures
- ENG2604 Creative writing for Public Relations
- ENG1511 Applied English Language for Foundation and Intermediate Phases –Home Language
- ENG1512 English for Economic and Management Science
- ENG1514 Applied English Language for Foundation Phase First Additional Language
- ENG1515 Applied English Language for Foundation and Intermediate Phases: Home Language
- ENG1517 Applied English Literature for Foundation Phase: Home Language

To apply, you need to do the following:

- 1) Complete the form below
- 2) Attach scanned certified copies of the following documents:
 - certified copy (within the previous six months) of highest educational qualification.
 - certified copy (within the previous six months) of academic transcript.
 - certified copy (within the previous six months) of your identity document/passport.
 - certified copy (within the previous six months) of your valid permit (foreign applicants).
 - certified copy (within the previous six months) of SAQA verification of foreign qualifications (if applicable) and;
- 3) Comprehensive curriculum vitae.

Gross Remuneration: R8380.12 per month

Assumption of duty: Recommended tutors will have to undergo online training. Contracting will only be finalised and activated after the successful completion of online training and allocation of students to e-tutors only occurs during the tuition period of fifteen (15) weeks per semester for all semester modules and thirty (30) weeks for year modules.

Closing Date: 27 December 2022

General Enquiries: Mr. D Mulaudzi: Tel: (012) 429 2741

Applications should be emailed to CHStutorialsArts@unisa.ac.za.

UNISA reserves the right to authenticate all qualifications without any further consent from the applicant. **Late, incomplete and incorrect applications will not be considered.**

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

UNISA reserves the right not to make an appointment and correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was not successful.

We welcome applications from persons with disabilities



SURNAME¹				Title			
FULL NAMES							
College		Department <i>(see advert)</i>					
Modules: <i>Max of 3</i>				Tel no			
Race		B <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> W <input type="checkbox"/>		Female <input type="checkbox"/> Male <input type="checkbox"/>		Disability Yes <input type="checkbox"/> No <input type="checkbox"/>	
Registered disability		Total <input type="checkbox"/> Partial <input type="checkbox"/>		Mental <input type="checkbox"/> Physical <input type="checkbox"/>		Hearing <input type="checkbox"/> Sight <input type="checkbox"/>	
Identification number				Date of birth			
Income tax number							
Country of birth				Nationality			
Are you a South African citizen by birth?		Yes <input type="checkbox"/> No <input type="checkbox"/>		If no indicate the date citizenship was acquired			
Foreigner							
Passport no		Country of issue		Expiry date			
Work permit no		Type of permit		Expiry date			
Permanent residence status		Yes <input type="checkbox"/> No <input type="checkbox"/>		Date granted			
Residential address				Postal address			
Postal code				Postal code			
Telephone numbers		Home		Fax			
		Cell		email address			
Emergency Contact Details		Relationship		Next of kin		Child	
Initials & surname				Spouse		Friend	
Are you currently a registered UNISA student?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Student no			
Qualifications²							
Year completed		Qualification				Institution	
Signature							

For office use:

Claim System number/Oracle number									
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Task Number									
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¹ To be completed by incumbent
² From highest to lowest

